

**DETERMINATION AND FINDINGS
FOR
A SOLE SOURCE PROCUREMENT**

Agency: Department of Behavioral Health
Contract No.:
Contractor: Catholic Charities of the Archdiocese of Washington, Professional Counseling Education Program
Caption: Training toward Certified Addiction Counseling Eligibility

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1700, 1701.

2. MINIMUM NEED:

The Government of the District of Columbia, on behalf of the Department of Behavioral Health (DBH) State Opioid Response (SOR) grant, is seeking to award a non-competitive contract to Catholic Charities DC. The Provider has a specialized Professional Counseling Education Program (PCEP) that is required to become a Certified Addiction Counselor (CAC) in DC. PCEP provides a comprehensive training and education series that includes CAC I pre-requisites, six-month instruction (270 contact hours), and is university affiliated to further postgraduate work experience for students. The specialized services provided by PCEP will enhance the knowledge and skills of those who work with persons with substance use disorders (SUD) including opioid use disorders (OUD).

The sole source procurement will allow for the District to provide training and scholarships to support the development of individuals seeking to become CACs in Washington, DC.

3. ESTIMATED FAIR AND REASONABLE PRICE:

Currently, PCEP is offered to the public for \$2,450.00 per person trained during a predetermined schedule (six months total). The total for forty-five (45) participants would be \$110,250.00. DBH is asking for adjustments to the typical process for registration and the curriculum (more emphasis on treating individuals with OUD, administration of scholarships, and schedule to accommodate 45 participants who meet the criteria under this agreement). In addition, this will require the management and administration of scholarships for the 45 individuals attending the training and connecting them with agencies that are providing training to CAC interns. The administrative cost for this would be 10% of the total cost (\$11,025.00). The estimated fair and reasonable price is projected for six months not to exceed \$121,275.00.

4. FACTS THAT JUSTIFY A SOLE SOURCE PROCUREMENT:

- The Department of Behavioral Health is the Single State Authority (SSA) responsible for oversight, access and delivery of behavioral health services and programs for consumers and their families. Currently, there is a critical need to increase the number of qualified CACs in Washington, DC.
- Current best practices per Chapter 34 Mental Health Rehabilitation Services, require CACs as part of the Assertive Community Treatment teams, which work to improve outcomes for people with severe mental illness who are most vulnerable to homelessness and hospitalization. CACs are also fundamental in delivering services under Chapter 63 Substance Use Disorder Services in the District of Columbia, especially to individuals with an OUD. Without qualified and well-trained CACs in our system, the District is unable to provide the needed services in compliance with best practices.

Sole Source Determination and Findings

Certified Addictions Counseling Training

- Providers in the District's network of care advise DBH that they are constantly looking for CACs and are unable to fill their vacant positions. Lack of qualified service providers and high turnover in the behavioral health system of care directly impact the services that can be delivered.
- In an effort to build the capacity of the District's CAC workforce, contracting with the vendor will facilitate connection of qualified individuals with available training, internship connections, and a pathway for obtaining addiction counseling certification.
- The Contractor has the necessary infrastructure, training, technical expertise and facility to comply with the terms and conditions of CAC I credentialing.
- The Contractor currently has capacity to admit forty-five (45) individuals and can expeditiously implement the certified training curriculum, meaning they would be able to begin work immediately.
- In order to become a Certified Addiction Counselor I (CACI) individuals must participate in the National Association for Alcoholism and Drug Abuse Counselors (NAADAC) program or a program at an accredited college or university. Market research concluded that several NAADAC-approved education providers are available, however, CCDC's PCEP program is the only organization in the District that provides comprehensive training courses, prerequisites and supervision requirements for certification readiness.
- The program includes six (6) month in-class instruction and 270 hours of graduate contact hours. Further, co-locating the prerequisite instruction and contact hours promotes graduate retention, a network of quality CAC professionals, and sustainability beyond the life of the SOR grant. Additionally, creating education opportunities within a continuum of care infrastructure is integral in maintaining reputable training components and ensuring professional workforce development.
- PCEP also provides access to continuing education that builds upon the CAC I fundamentals. The Catholic University of America (CUA) Metropolitan School of Professional Services (MSPS) will allow PCEP graduates to apply their 270 contact hours as a prerequisite to work toward an Associate of Science or Bachelor's Degree in Human Services, which can continue to bolster the workforce contributing to the District's continuum of care.
- As a result of the findings above, the SOR Principal Investigator and Project Director have determined it would be in the best interest of the District to issue a sole source contract to meet the District's CAC training program needs.

5. CERTIFICATION BY THE AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Barbara J. Bazron, Ph.D.
Director- Department of Behavioral Health

Date

**Sole Source Determination and Findings
Certified Addictions Counseling Training**

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. The Notice of Intent to Award Sole Source procurement was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approves the use of the sole source procurement method for this proposed contract.

Margaret T. Desper
Contracting Officer

Date

Wil Giles
Chief Contracting Officer

Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the Sole Source method of procurement.

George A. Schutter III
Chief Procurement Officer

Date